



DEPARTMENT OF THE ARMY  
HEADQUARTERS, AREA II SUPPORT ACTIVITY  
UNIT #15333  
APO AP 96205-0177

IMKO-AB-PL

21 October 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Area II Installation Land and Facilities Use Policy Letter #3-5

1. REFERENCE.

- a. AR 215-1, Army Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentality's, 25 OCT 98.
- b. AR 405-70, Utilization of Real Estate, 15 SEP 93.
- c. USFK Reg 405-7 Facilities and Area Policies and Procedures in Korea, 8 JUL 88.

2. PURPOSE. To provide guidance and procedures for units requesting the use of land and facilities for training purposes on Area II Installations.

3. APPLICABILITY. This policy applies to all tenant units desiring the use of Area II Installation land or facilities for military training.

4. General. Area II Installations are primarily garrison environments and will not be used for field training exercises (FTX). Consequently, in order to maintain the sports and recreation fields for the enjoyment of the community, it is necessary to restrict the construction of tentage and the movement of vehicular traffic on Yongsan's fields. Vehicles and heavy equipment will not be parked/driven on any sports or recreation fields. Other locations are available in Area II that permits units to conduct training without severely affecting the installation's fields. Small land parcels located at K-16 and Camp Market may be available for selected unit FTX and Command Post Exercises (CPX) use when properly coordinated through the ASA II Directorate of Plans, Training, Mobilization and Security (DPTMS). Yongsan Garrison can support small-scale unit CPX's.

5. RESPONSIBILITIES.

a. ASA II DPTMS is the Office of Primary Responsibility (OPR) for allocating terrain and facilities for training/exercise purposes on Area II Installations. Requests for terrain and facilities as listed in Para 2a-p will be submitted to ASA II DPTMS NLT 15 working days prior to the required usage. The ASA II DPTMS will coordinate with Installation Coordinators and/or the Director of Morale Welfare and Recreation (DMWR), for land use. Additionally, ASA II DPTMS will

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ensure that the following actions are completed before during and after approving any terrain or facility usage:

(1) Coordinate unit requests with the Installation Coordinators (IC), Directorate of Public Works (DPW), Directorate of Logistics (DOL), Directorate of Morale Welfare and Recreation (DMWR, and if applicable the Provost Marshal's Office (PMO) or other staffs as necessary.

(2) Execute a written land use agreement between ASA II DPTMS and requesting unit Commander or organization OIC (Encl 1).

(3) Execute a written memorandum of disapproval between ASA II DPTMS and requesting unit Commander or organization OIC on any request that is denied.

(4) ASA II DPTMS is responsible for pre and post inspections for land usage. When facilities belong to DMWR, this action will be coordinated between ASA II DPTMS and DMWR.

(5) ASA II DPTMS will release the using unit once the post usage inspection is complete.

b. The Director of Public Works (DPW) is responsible to ensure the following actions are completed prior to and at the conclusion of land/facility usage.

(1) Perform maneuver damage cost estimates and perform reimbursable repairs for which the using unit lacks the resources to perform.

(2) Provide technical support that the using unit is unable to perform (electrical hookups, etc.). Requesting unit will provide a fund site if required and submit a work order to DPW for requested support.

c. The Director of Morale Welfare and Recreation (DMWR) is responsible to ensure the following actions are completed prior to and at the conclusion of land/facility usage.

(1) A member of the using unit and a member of the facility staff will conduct a joint inspection of facilities prior to use to verify the current conditions. Special attention will be given to specific use requirements based upon the nature of the activity.

(2) At the conclusion of training, the using unit and facility staff will conduct a post inspection to verify that the facility is returned to its proper condition, the area is policed, and all trash and debris are removed.

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(3) The facility staff will provide support only during the normal operating hours of the facility.

(4) If required, the facility and using unit will execute a memorandum of agreement.

d. The Provost Marshal's Office (PMO) is responsible for the following actions prior to and during the time the unit is occupying the land and/or facilities.

(1) Requests to block traffic occupied roadways and/or parking lots will be reviewed for impact assessment and any special traffic control measures that may be needed (i.e. barricades, traffic management personnel, etc).

(2) Routinely patrol the area for security, traffic control, and parking issues.

e. Director of Resources Management (DRM) will ensure that all fund cites submitted are processed and that ASA II is reimbursed for all services rendered and damage caused to land/facility by using unit.

f. The using unit will complete the following actions before, during, and after the conclusion of any land/facility use:

(1) Submit a memorandum requesting land/facility use at least fifteen working days prior to occupation date (Encl 1).

(2) Submit the appropriate documentation for funding/contracts for special work orders and services requests (latrines, electrical hook-ups, trash removal, etc.).

(a) Maintain the land/facility in a high state of police throughout the occupation period.

(b) Restore the land/facility to it's original pre-use condition, to include restocking supplies.

(c) Conduct a joint inspection with the ASA II DPTMS POC and any other appropriate organization (DPW, DSO, DCA, etc.) and the land/terrain manager prior to being released by ASA II DPTMS.

g. Private organizations, individuals or other groups not affiliated with USFK, or the American Embassy.



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(1) A legal review is required for and request for land or facilities use by any individual or organization that is not affiliated with the USFK or the American Embassy

(2) Requests should be submitted NLT 120 days prior to requested date of use.

(3) Requests must explain in detail exactly what the land/facility is being requested for (i.e. number of people, activity, equipment, etc.).

h. Balboni Theater and the Multi-Purpose Training Facility (MPTF).

(1) Requests for the auditorium and the MPTF will be submitted to the ASA II DPTMS at least 15 working days prior to use and will contain, as a minimum, the POC and telephone number, number of personnel to be trained, time of occupation, and ending time. See attached sample. The preferred method is to email the request to the ASA II DPTMS AIG (AREA II DPTMS Operations).

(2) Use of the two facilities is restricted to the hours of 0600-1700 on weekdays and 0600-1130 on weekends. Additionally, AAFES (Facility Owners) will schedule special events, that will be approved by the Area II Commander.

(3) Keys for both facilities may be picked up from the ASA II Operations during duty hours (Staff Duty for after duty hours) one hour prior to time of occupation and will be returned **immediately** after completion of training. Personnel signing for keys must have a copy of written approval memo to verify authorization to pick up keys.

(4) Cleanup and cleaning supplies are the responsibility of the using unit.

(5) The ASA II DPTMS will forward a written (email) response, to requesting unit, confirming occupation dates. Dates are not confirmed until a written response is received.

h. Other Land/Terrain. Such areas include, but are not limited to, post chapels, schools, and the commissary parking lot. These facilities/land will be coordinated with the ASA II DPTMS as per the above guidance/requirement. The ASA II DPTMS will coordinate use with the owning organization and forward responses to the requesting unit.


i. Direct coordination is authorized with Collier Field House for sporting events and use of picnic areas for non-training events.

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6. Point of contact for land/facilities usage is ASA II DPTMS Operations Officer/SGM at 738-7906/7907.

Encl



RONALD C. STEPHENS  
COL, SC  
Commanding

Enclosure I (Sample Request)

OFFICE SYMBOL

DATE

MEMORANDUM FOR COMMANDER, AREA II SUPPORT ACTIVITIES  
ATTN: IMKO-AB-PL  
APO 96205

SUBJECT: Request for use of Land/Facilities for Training/Exercises on Area II Installations.

1. The following information is provided to support the request for (type in the requested area):

- a. Name of unit requesting terrain:
- b. Name of unit POC and telephone number:
- c. Date(s) the terrain is requested:
- d. Number of personnel accompanying unit:
- e. Mission of unit requesting terrain;
- f. Purpose and Use of land/facilities:
- g. Types and number of vehicles that will be positioned on the Yongsan Installation:
- h. Type of equipment to be used:
- i. Electrical hook-ups required:
- j. Other requirements needed to support mission:

NOTE: The unit requesting the terrain will provide a detailed map showing how the training site will be set up and how vehicles will be parked. The map should include the size of space needed.

UNIT CDR'S SIGNATURE BLOCK